

From: (b)(6) CIV NNSY, C1420.1
Sent: Wednesday, May 23, 2018 21:05
To: (b)(6) CIV FLTHRO, NNSY
Subject: Termination for Raphaelita Justice
Attachments: Fed Mail Class

Importance: High

Good morning, (b)(6) :

Please draft a termination letter for Ms. Raphaelita Justice due to her insubordination, and misconduct.

May Timeline:

May 17, 2018:

0645- Raphaelita told me that she was working on an assignment tasked by (b)(6) on budget procedures. I told her that I like to see a draft of the procedures. She left to talk to another employee and did not acknowledge my respond.

1000- I followed up with (b)(6) about the assignment Raphaelita claimed she is working on. (b)(6) told me that she didn't give her any typing procedure assignments. She doesn't know what Raphaelita is talking about.

1200-1230-The Safety Officer came in to test the air requested by Raphaelita and had her to fill out the form.

1630- (b)(6) complained about how Raphaelita bosses (b)(6) around to do the files so she can sit at her desk. (b)(6) stopped Raphaelita and told her to help (b)(6). (b)(6) told me when Raphaelita started to help (b)(6); she made a comment out loud, "This will make (b)(6) happy!" (b)(6) made a comment to me that Raphaelita doesn't listen and wants to do her own thing. (b)(6) told me to keep an eye on her because Raphaelita is using the computer for personal use instead of doing work.

May 18, 2018:

0640- I followed up with Raphaelita on her procedures assignment and ask for more details. She turned her back towards me and mumbled. I walked over to the other side to have a face to face conversation, but she hid her face behind the computer screen. I asked her again and she said "2275." I ended the conversation with, "I want to see a draft as soon you get printer connected to the network."

0732-0740- Raphaelita was talking to another employee and not doing any work. I walked over and she immediately started to walk away from me. I called her and asked how we are doing with the files in the budget office and asked do she need more hanging folders. She said, "no we have enough." We walked back to the office, but she stopped and stay behind. I signaled her to come over. (b)(6) and (b)(6) were working on the files. I spoke to them all and asked where are we with the filing. Raphaelita sat in her workstation and hid her face behind the computer. I asked Raphaelita and (b)(6) about the procedure assignment. (b)(6) told me in front of Raphaelita that she is not working on any procedure. (b)(6) said, "I think she is typing her own notes." I looked over to Raphaelita and asked, "Is that what you are doing? Typing your own notes and not a procedure?" She looks down to her keyboard and confessed that it's her own notes. I said to her, "Ok it's your own notes and not procedures."

May 21, 2018:

1450- I addressed Raphaelita about her poor communication and behavior she demonstrated. I brought up about her "procedure assignment," that she claimed she was tasked by another employee, but it turns that it wasn't a real assignment. I told her that I want to see improvements on her communications and I want her to learn and grow in the budget office. I also told her that we are a team and I want her to feel part of the team. She questioned me that did I hear her answer my question. I told her that she kept her back towards me so I couldn't hear her, but moving forward I want to see improvement with her communication. We will talk face to face. She interrupted and asked again, "but did you hear me." I stop her there and repeated that moving forward I want to see improvement with her communications. She just left the room.

May 23, 2018:

0700-1130- Raphaelita attended FEDMall training provided by DLA. It was reported to me that she was caught sleeping through the class. (Note: see email attached).

1202- Raphaelita sent me an email about the conversation we had on Monday. I called Raphaelita over and she came in a minute later. I started with the conversation, "Your email and behavior towards me is unacceptable." There she got mad, raised her hand at me and told me to "wait, you're being disrespectful!" She curled on the chair and said OMG! Then she said "wait we need to get (b)(6) ! We are not having this conversation!" She got up and looked over (b)(6) cub and noticed she wasn't there. I said to her, (b)(6) is not ER. We need to talk. She responded "why are you doing this?" and laughed. I told her I want to address about her behavior. She interrupted me again, raised her hand towards me and said "no we are not doing this because you are being disrespectful." I told her to stop and to listen. I tried to talk to her about her behavior, but she got angry and told me that we are not doing this here! I told her I will give her a minute to cool down so we can talk. She raised her voice at me and said "NO YOU NEED TO COOL DOWN!" She started to move her arms around out of anger. I called (b)(6) and told him that I am with Raphaelita and she is not listening and asked to come over. When I hanged up, she look and said to me "Why did you do that for!" She got up and left to her workstation. When (b)(6) and I we to the budget office (b)(6) and Raphaelita was talking. (b)(6) had a copy of the email that Raphaelita sent me yesterday in her hand. When (b)(6) started to walk away, Raphaelita immediately walked up to her and grab the email. (b)(6) asked what is the situation here? I began to explained the situation, but Raphaelita interrupted. (b)(6) witnessed her poor behavior as she did not allow me to speak. She raised her hand at us and told us to let her talk. She got up from her seat, walked around grabbing folders and items and telling us all the work she has done. I tried to talk to her to get her back to our conversation, but she raised her hand at me again. (b)(6) intervened and told Raphaelita that she will listen to him now. He told her that she needs to listen to me because I am her supervisor and to stop this poor behavior. She kept talking back and he told her to stop and to listen. He was able to control the situation and I end the conversation with her. I told her I am to see improvement with her behavior.

Respectfully,

(b)(6)

CI 420.1 Administration, Budget, & Travel Supervisor Naval Foundry & Propeller Center

(b)(6)

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From: Justice, Raphaelita S CIV NNSY, NFPC C1420.1 </O=ORGANIZATION/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=RAPHAELITA.JUSTICE637> on behalf of Justice, Raphaelita S CIV NNSY, NFPC C1420.1
Sent: Tuesday, May 22, 2018 8:37
To: (b)(6) CIV NNSY, C1420.1
Subject: 5-21-2018 Talk in Conference room at 1450
Signed By: raphaelita.justice@navy.mil

Good Morning (b)(6),

I didn't know that you were off today; I decided to send you this email about your request for visual communication on Monday.

You told me saying: "yes", "ok", "will do" (although you said you weren't sure) while I'm working doesn't suffice and I should raise my head (if I'm working at my desk) or/and turn my body around (if I'm standing) So you can have visual communication in order to communicate better with me.

During the internet black out and the cable not working at my desk (I didn't have internet for about 8 days); I told (b)(6) that I would take it upon yourself to create a "how- to- guide"

from my notes so there is a guide for me to reference to while completing the funding documents (we don't have one) I explain this to you on May 15. You then asked if it was a manual and I say "yeah, something like that."

You also said that you wanted to see my notes when I've completing them, I told you "sure but it won't be finished because it's an ongoing processed while I'm working and learning." So you stated that I should send you a rough draft of what I have and I said "no problem, will do."

While speaking with me on Monday you stated that you believed that I was creating a manual for the budget department and you didn't know that it was for my notes.

That's when you said you needed visual communication from me and I said, ok.

Please reply to this email, it would be an additional visual communication; so that everything is clear.

Thanks! Raph

Raphaelita Justice (Raph)
Financial Management Analyst C/1420.1
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(b)(6)

CIV FLTHRO, NNSY

From: (b)(6) CIV NNSY, 1420.1
Sent: Wednesday, May 23, 2018 16:06
To: (b)(6) CIV NNSY, C1420.1
Subject: Fed Mall Class
Signed By: (b)(6)

(b)(6)

As per our conversation, today 5/23 Raphaelita sleep during most of our Fed Mall class and seemed very uninterested.

Thanks, (b)(6)

(b)(6)

Financial Management Analyst
NFPC, Det NNSY Code 1420.1

(b)(6)

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